

Instructions to replace current DCD 2.3 with DCD 2.3.2 software

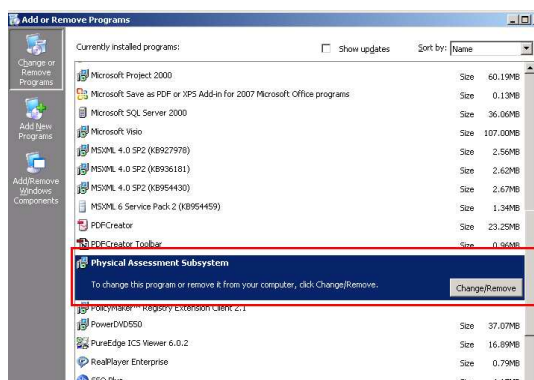
There are 4 steps to be followed by each inspector user to replace the current DCD 2.3 software with the upgraded DCD 2.3.2 software and retain current “PWE – ID/Password” and “Inspection” Database files being used with current inspection software. Below are the steps:

STEP-1: Copy DCD 2.3 PWE and Database file at temporary location

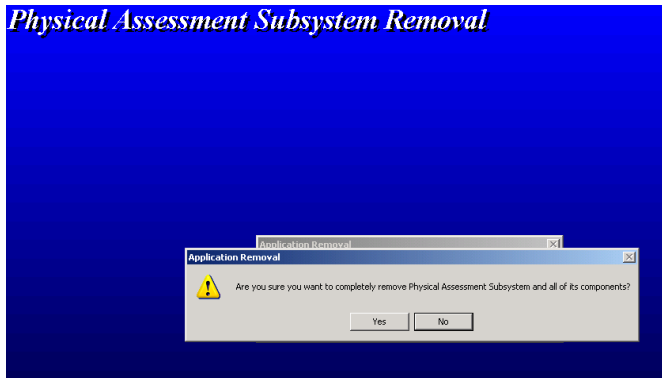
- 1) Open Windows Explorer
- 2) Create Folder “DCD_Data_Files” on C drive using following:
 - a. Click “File” from Menu option
 - b. Select “New”, “Folder” and change name of folder to “DCD_Data_Files”
- 3) Go to location “C:\Program Files\HUDINSP\Data”
- 4) Select files “REAC_DCD.mdb” and “REAC_PWE.mdb”
- 5) Right-click and select “Copy”
- 6) Go to location “C:\DCD_Data_Files”
- 7) Right-click and select “Paste”
- 8) Above steps will copy your DCD Login Password file and Inspection Database file at temporary location. This file will require to be copied back after installation of DCD 2.3.2 software is completed

STEP-2: Uninstall DCD 2.3 software

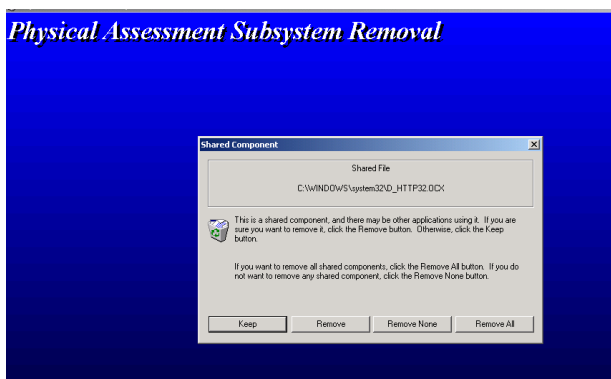
- 1) On the windows task bar, click “Start” and select “Control Panel”
- 2) Select “Add or Remove Programs” from Control Panel window
- 3) Scroll Down until you find “Physical Assessment Subsystem” as shown in screen below and select “Change/Remove”



- 4) It will prompt you with below screen and select “Yes”



- 5) In the next few windows, it may prompt you with a message similar to below stating that the file being removed is a Shared file. Select “Remove All”



- 6) In the next few windows, it may prompt you with a message similar to below stating that the file being removed is a Shared file. Select “Remove All”

STEP-3: Install DCD 2.3.2 software

- 1) To get instructions on installing DCD 2.3.2 software and downloading the actual software, use URL <http://www.hud.gov/offices/reac/products/pass/software/software232.cfm>
- 2) To download the instructions to install DCD 2.3.2 software, click on the link "**Instructions for Full Installation of PASS DCD 2.3.2 Software**"
- 3) To download the software, click on the "**Install PASS DCD 2.3.2 Inspection Software**"
- 4) Follow instructions as provided in DCD Setup Instructions document to install the software and verify the software has been installed.

STEP-4: Copy DCD 2.3 PWE and Database file to the new location

- 1) Open Windows Explorer session
- 2) Go to location "C:\DCD_Data_Files"
- 3) Select both the files
- 4) Right-click and select "Copy"
- 5) Go to location "C:\Program Files\DCD\Data"
- 6) Right-click and select "Paste"
- 7) Select "Yes to All" to overwrite copying of both the data files